

Course Syllabus

Department : Legal Assistant

Course Title : Introduction to Paralegal Studies

Section Name : LGLA 1313.102

Start Date : 01/17/2012

End Date : 05/04/2012

Modality : FACE-TO-FACE

Credits : 3 hours

Instructor Information

Name : Kayla Zeigenbein

OC Email : kzeigenbein@odessa.edu

OC Phone # : 432-335-6485

Office Hours for Spring 2012

Monday – 8:00 – 8:30; 10:00 – 11:30

Tuesday – 9:00 - 12:00

Wednesday – 8:00 – 8:30; 10:00 – 11:30

Thursday – 9:00 - 12:00

Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

This course provides an overview of the paralegal profession including ethical obligations, professional regulation, trends and issues, and the paralegal's role in assisting the delivery of legal services.

Prerequisites/Corequisites

None.

Scans

(5, 6, 9, 10, 11)

Course Objectives

- 1.1 Describe the historical origins of the legal process.
- 1.2* Identify key legal terms as used in the legal process.
- 1.3* List the computer hardware used in the law office setting and explain its function.
- 1.4* Identify major components of the litigation process and explain.
- 1.5 Define the role of the paralegal in the legal process.
- 1.6* List and explain the key documents in the legal process.
- 1.7* List and explain the function of the court system.
- 1.8* Compare and contrast the civil and criminal law.
- 1.9 Define the role of the attorney in the legal process.
- 1.10 Define the existence of a cause of action.
- 1.11 List the techniques for interviewing a witness.
- 1.12 List and discuss the key motions and pleadings.
- 1.13* Prepare and serve subpoenas.
- 1.14 Discuss overview of the American law process.
- 1.15. Define and discuss the deposition process.
- 1.16. Define and discuss the ethics of the legal profession.
- 1.17 List and understand the key computer programs used in a law office setting.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS
(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

The Paralegal Professional Essentials, 3rd Edition, Cheeseman/Goldman; Pearson Prentice Hall; 2011

Spiral Notebook

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	Description
1/16 1/18	Holiday Class Orientation	
1/23 1/25	Video – Today’s Paralegal Chapter 1 – HW – Legal Terminology Critical Thinking & Writing Questions Odd #'s 1-20	The Paralegal Professional
1/30 2/1	Chapter 1 continued Chapter 2 – HW – Legal Terminology Working the Web #1 & #3	Ethics & Professional Responsibility
2/6 2/8	Chapter 2 continued	
2/13 2/15	Test Review	Chapters 1 & 2
2/20 2/22	TEST #1 – CHAPTERS 1&2 Chapter 3 – HW – Legal Terminology	The Paralegal Workplace
2/27 2/29	Chapter 3 continued Test Review	
3/5 3/7	TEST #2 – CHAPTER 3 Resume Writing	
3/12 3/14	SPRING BREAK	
3/19 3/21	Chapter 4 – HW – Legal Terminology Working the Web #3	Technology and the Paralegal
3/26 3/28	Chapter 6 – HW – Legal Terminology	The Court System and Alternative Dispute Resolution
4/2 4/4	Video Situation Clips Test Review	Watch & Discuss
4/9 4/11	TEST #3 – CHAPTERS 4&6 Tour of Ector County Courthouse	
4/16 4/18	Chapter 7 – HW Critical thinking & Writing Questions 1-15	Civil Litigation
4/23 4/25	Chapter 9 – HW Legal Terminology Working the Web #5, 6, 7	Interviewing & Investigation Skills
4/30 5/2	Chapter 9 continued Review for Final Exam	

5/7 8:00 – 10:30	FINAL EXAM	COMPREHENSIVE
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Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Grading Scales	Grading Percentages
A = 90-100	Assignments – 40%
B = 80-89	Tests – 40%
C = 70-79	Final Exam – 20%
D = 60-69	
F – Below 59	

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**